

SECTION 9. Leave not scheduled in accordance with the procedures outlined above in this article may be requested on an individual basis and will be granted when manpower requirements permit.

SECTION 10. Approval of requests for annual leave for unforeseen or emergency reasons will be given every possible consideration.

SECTION 11. Employees will be permitted to schedule leave throughout the year, consistent with workload, to prevent forfeiture of leave.

SECTION 12. When an employee requests annual leave on his/her birthday, his/her request will be given every consideration for approval provided that granting such leave does not affect the operating efficiency of the organizational element involved.

SECTION 13. In the event of a death in the immediate family, an employee shall be granted a reasonable amount of leave.

SECTION 14. There will be no changes in the prescribed dress uniform without prior notification to the Union.

SECTION 15. Employees of the Police Division will be authorized to remove outer garments of the uniform for personal comfort during the warm weather season. A short or long sleeve shirt with a convertible 2-way type collar that can be worn with or without a necktie may be worn. If the shirt is worn without a necktie, the uniform jacket must be removed. Under extreme conditions neckties may be removed when wearing the conventional collared shirt with permission of the Employer. The optional police nylon jacket with the fur collar may be worn during cold weather and on night patrol duty.

SECTION 16. CBC police officers will be authorized to wear the new coverall uniform during inclement weather.

ARTICLE 29

TEMPORARY DUTY TRAVEL

SECTION 1. The Employer will make every possible effort to schedule temporary duty travel time within an employee's regularly scheduled hours of duty. An employee may depart from a temporary duty station the morning following completion of a temporary duty assignment to prevent travel during off-duty hours when not required to be at the permanent duty station the first thing the next morning.

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a. When mission accomplishment requires an employee to travel to a work site on a non-workday, the employee's work schedule will be changed so that the period of travel to the temporary duty site occurs during the employee's scheduled hours of work. The travel time is measured as that period required to travel between the permanent duty site under normal travel conditions. However, in no case will the employee's work schedule be changed to consist of more than eight hours in a work status on a normal non-workday. Normally, their eight hours will be scheduled to occur between 0600 and 1800.

SECTION 2. The Employer will assist employees when requested to process travel requests and claims so that unnecessary delays and hardships on the employee will be avoided whenever possible. Employees will be given an opportunity to explain questionable travel claims and to correct minor errors and omissions. The Employer will attempt to resolve travel claim problems by telephone prior to returning a claim to the employee for correction.

SECTION 3. Any TDY scheduled which is directly under the control and authority of the Center will be scheduled to provide for the employee to travel during the normal work week, whenever practical. If the Employer requires an employee to travel outside normal working hours, the employee will be compensated in accordance with current regulations. When on TDY status, overtime work will not be performed outside of the regularly scheduled duty hours without prior approval of the Employer. When it is necessary to schedule an employee on temporary duty to arrive at his/her destination after 2400 hours, he/she will be given eight (8) hours rest and/or time off from the time he/she checked into his/her hotel, before reporting to the installation or his/her place of duty, except in emergency situations for mission requirements, or when the employee so elects.

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